Secretary of State's Office
Technology Services Division
Chief Information Officer

Responsibilities:

- Set objectives and strategies for the Technology Services Division
- Provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems.
- Facilitate communication between staff, management, vendors, and other technology resources within the organization.
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits
- Design and customize technological systems and platforms to improve customer experience
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the agency
- Approve purchases of technology equipment and software and establish partnerships with IT providers
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance
- Oversee and monitor cyber-security across all infrastructure networks and platforms
- Direct and organize IT-related projects
- Monitor changes or advancements in technology to discover ways the agency can stay current with technology platforms
- Analyze the costs, value and risks of information technology to advise management and suggest appropriate actions
- Research industry advancements and make recommendations to improve agency services
- Oversee and manage Technology Services staff
- Oversee the Statewide Elections Management System Help Desk

Requirements:

- Minimum 7 years of experience in an IT leadership role
- Proven experience as CIO or similar senior technology managerial role
- Proven knowledge of IT systems and infrastructure
- Background in designing/developing IT systems and planning IT implementation
- Solid understanding of data analysis, budgeting and business operations
- Superior analytical and problem-solving capabilities
- A strong strategic and business mindset
- Excellent organizational and leadership skills
- Strong communication and interpersonal abilities
- Ability to explain technically complex concepts in a way which is simple and relatable